



Mile High Area of Narcotics Anonymous
Hospitals & Institutions Subcommittee Guideline

Approved by the Subcommittee with Unanimity

April 5, 2009

1. Definition and Purpose of the Subcommittee:

The Mile High Area H & I Subcommittee (hereinafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message to addicts confined in correctional & treatment institutions. To be effectively helpful to the inmates, patients and residents, we must adhere to the rules of the individual institutions we serve, and further impose certain standards on ourselves.

As a Subcommittee of the Mile High Area Service Committee (MHASC), we shall maintain effective communication and cooperation with the MHASC. Subcommittee meetings are open to all members of the NA fellowship.

2. Functions of the Subcommittee:

- To hold regularly scheduled H & I meetings
- To communicate and disburse all information to and from all Panel Coordinators
- To distribute Narcotics Anonymous literature to the Panel Coordinators
- To conduct a monthly business meeting
- To provide representation for participation in the MHASC
- To coordinate the development of any new H & I meetings and/or presentations
- To elect Panel Coordinators in order to facilitate meetings and presentations
- To elect and/or appoint members to fulfill the needs of the Subcommittee
- To educate the fellowship at large, recruit and train Subcommittee members, and develop leadership within the Subcommittee
- To maintain an archive/digital archive of all Subcommittee correspondence and materials

3. Structure of Elected Committee Members:

The Elected Officer positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, Literature Coordinator, Volunteer Coordinator, Orientation Coordinator and Tech & Online Coordinator. All positions, with the exception of the Chairperson, who is elected by the MHASC, are elected by a consensus of the Subcommittee. All terms of office are one (1) year with eligibility for a second term of one (1) year, followed by two (2) years of ineligibility for that position.

If an elected committee member becomes unable to perform the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to execute the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected or appointed

4. Qualifications and Duties of Elected Committee Members:

Chairperson:

Elected by the MHASC. Suggested clean time requirement of two (2) years. Position requires basic computer, Internet, word processing and spreadsheet skills. Candidates must have at least one (1) year experience with the subcommittee. (See additional MHASC requirements and responsibilities in appendix D.)

Chairperson (cont):

Responsibilities to the subcommittee include:

- Presides and maintains order at the Subcommittee business meeting
- Prepares an agenda for each meeting Subcommittee business meeting
- Provides representation of the subcommittee at the monthly MHASC meeting and supplies a written report to the MHASC Secretary via e-mail at least (3) days prior to the MHASC Meeting as well as reading the report at the MHASC meeting.
- Provides representation of the subcommittee at the bi-monthly Regional H&I meeting and supplies a report via e-mail to the Regional H&I Chair person prior to the meeting. Provides verbal report of the Subcommittee's activities at the Regional H&I Meeting.
- Works with Panel Coordinators to draft correspondence to facilities, and maintains copies in archives
- Attends any H & I meeting when applicable to observe and assist the panel members in carrying the message
- Attends MHASC budget meetings held in March, June, September and December to create and have approved quarterly budgets for the H&I Subcommittee
- Works with Tech & Online Coordinator and Secretary to ensure creation and maintenance of digital records
- Updates Facilities List monthly and provides copies for Mile High Area meeting, H&I Subcommittee meeting and Regional H&I meeting. Provides copies of the H&I Facilities List and any applicable web content to the MHASC Web Chair via e-mail prior to the MHASC meeting each month. Keeps records of all facilities served; to include facility guidelines, rules and regulations, H&I meeting schedules, and facility contacts and phone numbers. Maintains facility records and Subcommittee archives.

Vice-Chairperson:

Suggested clean time requirement of one (1) year. Position requires basic computer, Internet, word processing and spreadsheet skills. Requires completion of H&I Orientation and must have at least six months previous experience with the Subcommittee.

Responsibilities of the position include:

- Attends all H & I Subcommittee meetings
- Vice-Chair is responsible for bringing a copy of the current H & I Subcommittee guidelines to all Subcommittee meetings for reference in the event of questions and issues concerning the guidelines
- Assumes the duties of Chairperson in the case of Chairperson's absence
- If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the MHASC.
- Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
- Assumes the duties of any elected subcommittee member's role in the event of vacancy
- Assists the chairperson in filling vacant "Panel Coordinator" positions
- Works with Volunteer Coordinator and Panel Coordinators to ensure that volunteers are placed as panel members
- Serves as temporary Panel Coordinator in the event of a vacated position
- Attends any H & I meeting when applicable to observe and assist the panel members in carrying the message
- Maintains "length of service" data for all elected members and notifies Chair when an election needs to be placed on the agenda.

Subcommittee Secretary:

Suggested clean time requirement of one (1) year. Position requires basic computer, Internet, word processing and spreadsheet skills. Requires completion of H&I Orientation.

Responsibilities of the position include:

- Records minutes of all meetings of the Subcommittee and maintains archives of prior meeting minutes and all related Subcommittee materials.
 - Distributes (via e-mail) minutes from Subcommittee meetings
 - Secretary is responsible for printing or copying (fliers, etc.) as directed by the chairperson. Provides copies of the following documents for the monthly subcommittee meeting. Panel Coordinator Report Sheets, H&I Attendance sign-in sheets, New Volunteer sign-in sheets.
- Collects Panel Coordinator Report Sheets and H&I Attendance Sheets at close of the meeting.

Literature Coordinator:

Suggested clean time requirement of one (1) year. Position requires basic computer, Internet, word processing and spreadsheet skills. Requires completion of H&I Orientation.

Responsibilities of the position include:

- Maintains and disperses all World Service Conference approved literature as well as Area and Regional meeting lists
- Stamps all literature with the Subcommittee stamp
- Works with Chairperson to create Quarterly and Annual Literature Budget reports
- Assures accountability by keeping a complete and accurate record of all transactions and giving regular reports at the Subcommittee meeting
- Keeps all requests for literature prudent and fairly distributes literature without exceeding budget

Volunteer Coordinator:

Suggested clean time requirement of one(1) year. Position requires basic computer, Internet, word processing and spreadsheet skills. Requires completion of H&I Orientation and must have at least six months experience with the Subcommittee.

Responsibilities of the position include:

- Updating and maintaining the contact information for all committee members, panel coordinators, panel members, facilities liaisons and new volunteers
- Assist panel coordinators and new volunteers in linking up to expedite the placement and involvement of new volunteers
- Provide current panel member list (focusing on vacancies) to Orientation Chairperson prior to training sessions
- Collect contact information of new volunteers attending H&I training and record contact information in master list. Make new volunteer information available to Panel Coordinators as needed and the subcommittee Secretary for inclusion in the subcommittee members list
- Work with committee members and panel coordinators to insure new volunteers are directed to the areas of the most need.
- Assist new volunteers attending H&I training in selecting suitable facilities for initial placement
- VC is a member of the Orientation Committee

Orientation Coordinator:

Suggested clean time requirement of two (2) years. Must have at least one(1) year experience with the Subcommittee and requires completion of H&I Orientation. It would be helpful if this person had some experience in organizing or presenting training programs or seminars.

Responsibilities of the position include:

- OC is accountable to the Subcommittee and presents a report at each meeting of that committee, in writing or in person.
- Introduces any presenters and facilitates the meeting and the question and answer portion of Orientation sessions.
- Ensures that all handouts and literature are available for Distribution to new volunteers.
- Ensures that the session stays on task and recovery focused.
- Works with Tech & Online Coordinator to address the OC Online and digital presentation needs.
- Assigns all newly trained members to a facility during the training session

Tech & Online Coordinator:

Suggested clean time requirement of one (1) year. Intermediate to advanced computer, Internet, spreadsheet, and database skills. Experience with website creation, digital presentations and Flash would be helpful. Requires completion of H&I Orientation.

Responsibilities of the position include:

- Primary liaison with web servants at the Area, Region and CRCNA
- Represents the Subcommittee at Area & Region for all discussions of technology issues
- Develops a comprehensive plan for the ongoing utilization of technology for the Subcommittee including policy for the preservation and archiving of digital records
- Provide ongoing QA of Mile High Area & Colorado Regional website content related to the Mile High H&I Subcommittee
- Creates new Online content and works with Area Web servant to update H&I web content
- Works with the Chair & Vice-Chair to create any needed H&I digital presentations materials that may assist the Subcommittee in working with the facilities we serve.
- Works with Volunteer Coordinator to maintain H&I subcommittee volunteer data digital records
- Works with Orientation Coordinator to develop a comprehensive plan for developing and implementing an Online orientation for new volunteers
- Works with the Subcommittee Secretary to maintain & update committee member and facility data and digital records

5. Structure of Elected Panel Coordinator Positions:

All terms of office are one (1) year with eligibility for additional elected terms based upon performance. Panel Coordinators submit their performance review to the Subcommittee when standing for re-election. There is no ineligibility period for these positions. All Panel Coordinators are elected by a consensus of the Subcommittee. If a Panel Coordinator becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting

6. Qualifications and Duties of Panel Coordinators

Suggested clean time requirement of one (1) year, plus six months prior participation as an H&I volunteer. Requires completion of H & I Orientation and ability to comply with any specific facility requirements.

Panel Coordinators (Cont):

Responsibilities of the position include:

- Choosing a meeting format for that specific meeting (i.e., speaker meeting, Q&A, Lit study, etc.)
- Ensures that the meetings are conducted in accordance with the policies of the Subcommittee and the rules of the facility
- Acts as a liaison between the Subcommittee and the facility
- Ensures that the panels are filled for scheduled meetings for which he/she is the coordinator
- Obtains and maintains current contact information and proper clearances as required by the facility for all Panel members. Ensures that the Subcommittee Secretary is given that information for the Subcommittee records.
- Drafts and archives any facility correspondences with the help of the Subcommittee Chair/Vice-Chair
- Informs Panel Members of any facility rule changes and/ or procedures for conducting the meeting
- Serves as a mentor for any newly appointed Panel Members, or Volunteer Speakers
- Attends at least four (4) monthly Subcommittee meeting per year, orders literature from the Literature Coordinator and presents a report via email monthly to the committee Chair.
- Reviews prospective Volunteer Speakers and Panel Members as a point of accountability to the Subcommittee
- PC is responsible for finding a replacement Panel Member when necessary or ensures the facility is notified in the event of a meeting cancellation

7. Qualifications and Duties of Non-Elected Committee Members

Panel Member:

Suggested clean time requirement of six months. (Some facilities will require more time.) Requires completion of H&I Orientation.

Responsibilities of the position include:

- Observes at least one H&I facility meeting before sharing
- Obtains and maintains proper clearances as required by the facility
- Is responsible to the Panel Coordinator
- Informs the Panel Coordinator, well in advance, if unable to fulfill their commitment and assists in finding a replacement
- Is able to share a message of recovery in Narcotics Anonymous
- Becomes familiar with the policies of the Subcommittee and the rules of the facility being served
- Adheres to all conduct and dress codes defined in the Orientation material

Volunteer Speaker:

Suggested clean time requirement of six months. Must be mentored or have been made aware of the policies of the Subcommittee and the rules of the facility being served.

Responsibilities of the position include:

- Shares a clear message of recovery in Narcotics Anonymous, keeping in the forefront that they represent Narcotics Anonymous.

8. H&I Orientation Committee

Our Vision:

Our vision is to ensure that each member of the H&I Subcommittee of the Mile High Area has the information needed to be confident and concise in the Narcotics Anonymous message that they carry to those in hospitals or institutions. We hope by offering each member of the Subcommittee this information, we, as a subcommittee, will better perform the task given to us by the MHASC.

Our Mission:

Our mission is to organize all information and presentations to better support and enhance our Vision. We will help each individual member to better understand the Traditions of N.A., and how to interact with people that may or may not be seeking recovery from the disease of addiction.

We will present the Do's and Don'ts of an H&I meeting, which will help to protect the member and the image of Narcotics Anonymous. We hope to do this all in a clear and concise message, indicative of recovery in Narcotics Anonymous. The OC is responsible for Panel Coordinator training as well.

Orientation Committee Members:

The Orientation Committee will consist of the Subcommittee Orientation Coordinator, Subcommittee Volunteer Coordinator and Orientation Presenters.

Orientation Coordinator: (refer to: Qualifications and Duties of Elected Committee Members)

Volunteer Coordinator: (refer to: Qualifications and Duties of Elected Committee Members)

Orientation Presenter:

The Presenter is a peer orientation position. Presenters are volunteers from the H&I Committee that wish to be a part of the introduction of new members to the H&I committee and have one (1) year of experience on an H&I Panel.

Responsibilities of the Orientation presenter include:

- To carry a clear and concise Narcotics Anonymous message
- To inform the Orientation Coordinator of any copying or documentation needs for their presentation
- To have fun while sharing their experience, strength, and hope

Responsibilities of the Orientation Committee include:

- Ensure that each Presenter has the handouts or material that is needed for their presentation
- Ensure that facilities sign-up sheets are available.
- Ensure that that all attendee personal information is given to the H&I Volunteer Coordinator.
- Ensure that attendees receive a Panel Member Orientation Packet, which includes but is not limited to:
 - 1) The H&I Subcommittee Guidelines
 - 2) Do's and Don'ts of an H&I meeting
 - 3) H&I committee phone list
 - 4) Introduction for H&I Volunteers
 - 5) Personal Commitment document
 - 6) H&I and the N.A. member IP
 - 7) Current updated H&I Facilities List

H&I Orientation Committee (Cont):

Orientation Topics:

- What is H&I? (From WSC H&I Handbook)
- How does the Mile High Area H&I Subcommittee function? (Subcommittee guidelines)
- Summary of Subcommittee positions (Guidelines)
- Summary of facilities currently being served (clean time requirements, clearances, etc.)
- Dos and Don'ts / Appropriate sharing
- Personal Commitment document
- Questions and Answers
- Listen to the H&I audiotape
- What are the next steps to take to get involved in H&I?
- Why do we get involved in service?

9. Conditions of Ineligibility

Mandatory Subcommittee Ineligibility:

Any member or volunteer of the subcommittee is automatically disqualified from any further panel activity or subcommittee position when they do not conform to the requirements set forth by the subcommittee, but may again become eligible when they can conform to the requirements set forth by the subcommittee.

Conditions for ineligibility are as follows for all members:

- Loss of continuous clean time; defined as freedom from the use of any mind or mood altering drugs as defined by the WSO
- Refusal to adhere to the subcommittee guidelines, panel member orientation, meeting formats (as designated by a panel coordinator) and/or rules and regulations of the institution being served.

Additional conditions for ineligibility are as follows for Elected officers:

- Missing three (3) consecutive Subcommittee meetings in a calendar year

Additional conditions for ineligibility are as follows for Panel Coordinators:

- Not attending at least four (4) subcommittee meetings annually
- Missing three (3) consecutive monthly facility status report filings to the subcommittee

Voluntary Subcommittee Ineligibility:

- It is suggested that in times of illness, members refrain from serving on Facility Panels while using prescribed mind or mood altering medication.

Appendix A: Speaker Media Guidelines

- Panel Coordinators of the Mile High Area H&I Subcommittee may upon approval of their facility submit NA audio speaker media for use at the facility. This service option is at the discretion of the Panel Coordinator and requires explicit consent of the facility.
- The Panel Coordinator is the point of responsibility & accountability for this service option
- Panel Coordinators must notify the Subcommittee of their intent to do so and confirm that they have reviewed the speaker media for language, clarity of message, and recording clarity
- Panel Coordinators must submit to the Subcommittee Secretary of list of the speaker media provided, when it was provided, and in what format
- All speaker media to be provided to facilities in their preferred format when available: cassette tapes, CD's, or DRM free digital audio files
- All speaker media must be NA, WSO, or NA Convention approved
- Panel Coordinators may seek assistance from the Subcommittee if a facility wished to initiate an internal speaker media digital archive for the use of their residents.

Appendix B: Contacting / Starting new H&I meetings

- Chairperson or Vice Chairperson makes initial response to prospective facility
- Explaining what NA has to offer and the process for adopting a new meeting, while making no promises or commitments to start a meeting
- Documents facility information i.e. day and time facility requests meeting, facility requirements, clearances, gender restrictions, literature, etc.
- Facility request is submitted to subcommittee for assessment.
- We will not establish meetings at any facility that requires us to pay fees.

Before a meeting is approved:

- The Subcommittee elects a panel coordinator
- The Volunteer coordinator solicits volunteers to facilitate the meeting
- The Panel Coordinator reports progress at the next subcommittee meeting for re-assessment
- The Panel Coordinator reports progress to the facility

When a meeting is approved:

- Panel coordinator acquires facility folder from secretary and adds appropriate facility information
- Panel coordinator submits literature needs to Literature Coordinator
- Panel coordinator contacts facility scheduling time for start of new meeting
- Secretary adds meeting to H&I list

Appendix C: Subcommittee and facility records

Facility folders to be maintained and updated by Panel Coordinators will be comprised as follows:

- 1) Chairpersons format for an H&I meeting
- 2) Readings: Why Are We Here? What is the NA Program? Who is an Addict? How It Works and We Do Recover
- 3) Facility volunteer list (containing contact numbers and clean dates)
- 4) Schedule of volunteers
- 5) Facility contact personnel and numbers

Appendix C: Subcommittee and Facility records (Cont)

6) Facility applications if required

7) Facility rules and regulations that apply to H&I volunteers and any other information pertinent to the facility

- Each month Panel Coordinators should replace outdated meetings lists with the most current and updated version
- Documents added by the Orientation Coordinator will include
 - 1) Panel member orientation package
 - 2) Digital copy of Panel Member orientation package
- Digital copies of the above items are to be maintained by the Secretary in the Subcommittee archive
- Subcommittee records archiving: On an annual basis all records pertaining to the previous calendar year will be digitized, multiple copies burned to recordable media CD, DVD and maintained in the Subcommittee archives by the Chair with the assistance of the Tech & Online Coordinator.

Appendix D: Subcommittee Guidelines (as set forth by M.H.A.S.C.)

(The following section is copied verbatim from the “Guidelines of the Mile High Area Service Committee of Narcotics Anonymous”)

- Are directly responsible to the M.H.A.S.C.
- Will have a Chairperson elected at the next Area meeting. Ad-hoc Subcommittee Chairpersons are appointed by the M.H.A.S.C. Chairperson
- Have a suggested (1) year continuous clean time
- Will elect or appoint other committee members or officers as necessary
- Will provide a written report of all monthly activities at each M.H.A.S.C. meeting
- Will hold regularly scheduled and announced monthly meetings
- Will submit a yearly budget to the M.H.A.S.C.
- Will submit a written request for funds at the M.H.A.S.C. meeting. This request will include a detailed list of needs and expenses. After a vote or approval the money will be awarded only after automatic disbursements have been made.
- Will uphold the Twelve Steps, Traditions and Concepts of N.A.
- Will function under directions contained in this document and any guidelines offered by the World Service Office of Narcotics Anonymous.
- Will also function within the principles of any World Service handbook, guideline or guide unless otherwise stated in writing by the Subcommittee or M.H.A.S.C. as a group.